



# Arts Education Project and Artist-in-Residence Grant Guidelines

## **DESCRIPTION**

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**Arts Education Project Grants** provide funding for a comprehensive arts education project with one or more artists and/or access to the services of an artistic company. Arts education projects may be thematic and focus on a particular core area such as math, science, language arts and social studies through dance, theatre, music, storytelling, film/video, visual arts and creative writing. It may be thematic in using the arts as a means to advance a school goal or value such as "The Golden Rule," saving the environment or exploring other cultures. The school may also wish to create a site-specific visual arts mural, sculpture, installation or performance.

Funding may be used for an artist or artists teaching across age and grade levels to design and complete the work. Projects may include professional development for classroom teachers in addition to instruction for students/participants.

AE Project grants are **not** designed to provide an artist-in-residence model for each school class *unless* all artists and classes are part of a larger thematic focus.

**Arts Education Artist-in-Residence Grants** provide schools with one artist in the discipline of the applicant's choice for a 40-hour residency. The artist engages the students in the creative process. Students create work in dance, theatre, storytelling, music, visual arts, folk arts, film/video and/or creative writing. The intent of the residency experience is to nurture *creation of artistic work by learners*, not replicating work of the artist or, for example, performing the artist's choreography or play.

Residencies must be completed between July 1 and June 30. The artist works with at least one *target* group for a minimum of 8 hours. Other workshop groups should meet a minimum of 3 hours. All residencies require an in-service for teachers if the residency takes place in a school setting. All residencies require at least one component for the general public. This component may be, but is not limited to, a final performance/exhibit; a time when parents/public can visit to observe students and artist; a publication that is shared beyond the residency setting; unveiling of a site-specific work of art/installation; a performance at an area senior center, Rotary Club or healthcare facility; posting written work or images on a Web site; distributing a film; etc.

## **FUNDING ELIGIBILITY**

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### **Who Can Apply for Arts Education Project Grants?**

Public, Private, Charter, Alternative Schools, Colleges and Universities

### **Who Can Apply for Artist-in-Residence Grants?**

Public, Private, Charter, Alternative Schools  
School Districts with 200 students or less

### Limitations/Restrictions

- Applying schools may not apply if there are any outstanding financial or reporting obligations yet due to Utah Arts & Museums for *any* grant funded by the Division. A synopsis of the previous year's reports/evaluations and legislative letters will be included in this application as part of panel review.
- Funds may be requested for the artist salary at \$30 per hour; preparation time fee of \$25 per 10 hours; artist's travel, lodging and per diem (based upon State of Utah rates). For State of Utah rates, call 801.533.5760. Projects only: limited instructional supplies and materials IF such requests are necessary for the implementation of this project; limited equipment IF such requests are also necessary for the implementation of this project.
- Funds may **not** be used for: buses for field trips; tickets to performances; scholarships; tuition at colleges and universities; rental or purchase of costumes, scenery, lighting; purchase or repair of musical instruments; buying rights to produce a script; additional personnel; professional development fees and tuition; costs for installing permanent work; refreshments; exhibition furniture; textbooks and capital expenditures. If unsure, call 801.533.5760 or e-mail **Jean Tokuda Irwin** at [jirwin@utah.gov](mailto:jirwin@utah.gov).
- Requested artists MUST be approved for artistic and educational merit and on the **Teaching Artist Roster** located on [NowPlayingUtah.com](http://NowPlayingUtah.com) or on the Teaching Artist Rosters of other state arts agencies. International and national artists of artistic and educational acclaim currently not posted on the Roster must have teaching artists approved for artistic/educational excellence *prior* to submitting this application. For information on how to access other rosters, call 801.533.5760. To apply for the Teaching Artist Roster, click [HERE](#).
- Funds may not be used for commissioning work by an individual artist. Artists MAY be requested to guide learners in creating site-specific work or specialized performances.

### Utah Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- Incomplete applications are not accepted.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- New charter and private schools may not receive full funding for the first 3 years of the school's existence.

## REVIEW CRITERIA

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Applications will be reviewed by a panel of community representatives and Utah Arts & Museums/Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

**Sound Management:**

- Capacity of applicant school to implement plans and file final reports
- Clearly demonstrated commitment to professional development for teachers/administrators in the arts
- Clearly demonstrated commitment to the plans by building administrators and authorizing officials

**Community Involvement & Access:**

- Clear description of the characteristics of school/community audience to be served
- Clearly defined commitment to access, issues of disability, underserved populations and English-language learners

**Artistic Excellence:**

- Artistic and teaching qualifications of artist(s)

**Arts Education & Learning:**

- Clearly articulated *arts learning* goals. The arts learning goals should align with the Utah fine arts core curriculum, which can be found at [http://school.utah.gov/curr/fineart/Core\\_Curriculum](http://school.utah.gov/curr/fineart/Core_Curriculum)
  - Quality of additional artistic/educational/learning goals (additional goals are optional, not necessary)
  - Clearly articulated school needs
  - For Project Grants: Quality of the arts education project plan
  - For Residency Grants: Quality of the residency plan, target group, workshop group
  - If the applicant has received AE funds in the past, the impact of the funding on arts education outcomes is clearly described
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- Completeness of the application and inclusion of any necessary supplemental materials

## **APPLICATION PROCESS**

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**Initial Approach**

NEW applicants are encouraged to contact an arts education specialist at 801.533.5760 to discuss your proposal and to ensure your plans qualify for funding under this grant category.

**Deadline**

A complete grant application, with all attachments, must be submitted online by **March 1, 2012 at 5 p.m.**

**Request Amount**

For Project Grants: \$1,000 minimum to \$10,000 maximum

For Residency Grants: \$700 minimum to \$3,500 maximum

## Online Submission Process

1. In order to apply for a Utah Arts & Museums grant, you must be registered in the online grants system. If you are a new online applicant, visit [dccgrants.org](http://dccgrants.org) and click on “register as new user” and fill out all fields that pertain to you and your school. PLEASE USE Proper Case, no ALL UPPER CASE, no all lower case, and avoid using any symbols like #”/.! etc.
2. You will receive an e-mail that may confirm your registration, and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the e-mail in your Saved Messages folder. The URL is easy to remember: [dccgrants.org](http://dccgrants.org).
3. Once your application has been created, you may save and return to it as many times as you need before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
4. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application, please call the grants administrator.

## Grant Funding Process

- **January – Guidelines Available**  
Application guidelines are available in January 2012 on the [Utah Arts & Museums website](http://UtahArtsandMuseums.org).
- **January – Online Application Available**  
Potential grantees can begin filling out their online grants in January 2012 through [dccgrants.org](http://dccgrants.org).
- **March 1, 2012 – Final Application Due**  
All applicants must submit a final application, using the online grants management system, by the deadline. Acknowledgement that the application has been successfully received will be sent by e-mail.
- **March – Staff Review**  
Staff reviews online applications and required application materials for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **March/April – Panel Review**  
Application review panels, composed of peers from the field, meet in March and April. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **May – Utah Arts Council Board Approval**  
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.
- **May/June – Notification and Contracts**  
Applicants are notified by mid-May, before school is adjourned. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to

successful applicants. Both Utah Arts & Museums and applicants must sign the contract before reimbursement requests can be made.

- **July – Payments**

Payments for grants awarded under \$1,000 will be paid in full after July 1, 2012 and once the signed contract is received by Utah Arts & Museums. Payments for grants awarded over \$1,000 may be made in two installments. The first payment for eighty (80) percent of the grant award is made after July 1, 2012 and once the signed contract is received by Utah Arts & Museums. The final payment of twenty (20) percent is made once the final evaluation form is approved by Division staff. All grant payments must be issued by June 30, 2013.

## **GRANT PREPARATION**

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Below is a list of information to prepare for your online grant submission:

- Special or underserved populations to be involved in the project or residency (also includes highly rural, isolated, etc. locations)
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Information about the Teaching Artist for whom this grant will be used, including where the artist lives and his/her discipline. The Teaching Artist Roster can be found at [NowPlayingUtah.com](http://NowPlayingUtah.com)
- Identification of the greatest overall arts education need within your constituency and how you identified that need
- Description of your school's current arts education program
- Description of the planning process utilized in preparation of this application and information on the key participants involved
- Description of your desired arts-making and arts-learning outcomes and the role of artists (artistic companies) in the project/residency
- Description of each artist's contact time with students: age or grade level of students; length and frequency of each session; and number of sessions
- Description of additional tools that will be used to evaluate arts-making and arts learning beyond the report forms required by the AE program
- Description of the impact of past AE funding for your school, if funding has been previously received
- Description of how you will accommodate individuals with special needs
- State School Board representative's name
- Number of students enrolled in school or school district
- Description of school's instructional venue and characteristics
- If from a district, a list of the schools which will be participating
- Description of how your project/residency aligns with the Utah Fine Arts Core Curriculum
- Description of the arts education professional development events in which faculty have participated in the most recently completed academic year

- Additional demographic information, such as percentage of English Language Learners, percentage of students receiving free and reduced lunch, etc.

## **SUPPLEMENTAL MATERIALS**

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### **Financial Worksheet**

Please fill out the appropriate **budget** worksheet available as part of the online application.

### **Other Materials**

- Documentation about the artistic excellence and educational merits of artists NOT included on the Teaching Artist Roster